



## **TEXAS DEPARTMENT OF LICENSING AND REGULATION**

### *Education and Examination Division*

*P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202*

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# **Nine (9) Semester Hour Driver Education Instructor Development Course (IDC) Application**

**INSTRUCTIONS:** Each driver education school desiring to provide a Driver Education Instructor Development Course (IDC) shall provide an application for approval that shall be in compliance with 16 TAC §84.500(c) and TDLR established guidelines and criteria for a driver education instructor development course. The following IDC information shall be bound into a hole-punched notebook with a cover and a table of contents (*see sample on page 7*) or the information may be submitted on CD, DVD, or flash drive.

**Assumed Name/DBA of School** — Enter the official name of the school. This must be the name you are licensed under.

**School's Mailing Address and Contact Information** — Enter the school's mailing address, phone number, fax number, email address and website address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone, number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.

**School's Physical Address** — Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.

**IDC Course Information** — List the name of the IDC course, check whether this is an original course, cloned course, or cloned course purchased from another provider. If the application is for a cloned course purchased from another provider you must provide a copy of the written agreement or contract with that entity providing your school authorization/approval to provide this course.

### **Review Process**

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve an IDC application. During the review process, you will be notified in writing of any discrepancies/requirements not met.

### **Required Documents for Approval**

The following must be submitted along with the application:

- Detailed statements of the philosophy and instructional goals for the driver education IDC
- A list of relevant instructional resources (i.e., textbooks, audio and visual media, and other instructional materials) and equipment that will be used as training aids during instruction. The resources may be included in a single list or may appear at the end of each instructional unit as part of the IDC Curriculum Guide.
- IDC Instructor Training Guide
- Trainee Enrollment Contract and Trainee Enrollment Procedures
- Other Statements of Course Policy (*see checklist for full list*)
- IDC Curriculum Guide
- Contract or signed agreement authorizing the use of another providers pre-approved course (*cloned courses*)



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

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## Nine (9) Semester Hour Driver Education Instructor Development Course (IDC) Application

1. Assumed Name and or DBA of School:

2. School's TDLR License Number:

3. IDC Course Application Type:

☐

Original Course

☐

Cloned Course  
(copy of previously approved course)

☐

Cloned Course - Approved to use from 3rd party  
(copy of contract/written agreement required)

4. School's Mailing Address and Contact Information: (Used to receive mail from TDLR— PO Box is allowed)

Number, Street Name, Suite Number, Apartment Number

City

State

Zip Code

School's Email Address

School's Website Address

School's Phone Number

School's Fax Number

Contact Person's Name

Phone Number

Email Address

5. School's Physical Address: (PO Box is not allowed)

Number, Street Name, Suite Number, Apartment Number

City

State

Zip Code

6. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing and Regulation (Title 5 Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing and Regulation (16 Texas Administrative Code, Chapter 84). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature of Owner and/or Officer:

Date Signed:

Printed Name of Owner and/or Officer:

Title:

# NINE (9) SEMESTER HOUR DRIVER EDUCATION INSTRUCTOR DEVELOPMENT COURSE INDEX

Title 16, Texas Administrative Code, Chapter 84.500(c)

*PLEASE USE THIS FORM TO ENSURE THAT ALL REQUIRED INFORMATION IS INCLUDED IN YOUR COURSE.*

<b>SCHOOL NUMBER:</b>	<b>TRAINING SCHOOL NAME:</b> _____
<b>C</b>	<b>COURSE REVIEWED BY:</b> (TDLR Use) _____

<b>A G E N C Y  U S E</b>	<p><b>INSTRUCTIONS:</b> Each driver education school desiring to provide a Driver Education Instructor Development Course (IDC) shall provide an application for approval that shall be in compliance with 16 TAC §84.500(c) and TDLR established guidelines and criteria for a driver education instructor development course. The following IDC information shall be bound into a hole-punched notebook with a cover and a table of contents (<i>see sample on page 7</i>) or the information may be submitted on CD, DVD, or flash drive.</p> <p><b>THE IDC SHALL INCLUDE, AS A MINIMUM, THE FOLLOWING INFORMATION.</b></p>	PAGE REFER- ENCE(S) FOR THE LOCATION OF COURSE REQUIRE- MENTS IN THE INSTRUCTOR DEVELOPMENT COURSE
	Request for IDC approval.	
	Detailed statement(s) of the philosophy and instructional goals for the driver education IDC.	
	A list of relevant instructional resources (i.e., textbooks, audio and visual media, and other instructional materials) and equipment that will be used as training aids during instruction. The resources may be included in a single list or may appear at the end of each instructional unit as part of the IDC Curriculum Guide.	
	<p><b>IDC Instructor Training Guide</b></p> <p>Course Administrative Policies related to the trainee's:</p> <ul style="list-style-type: none"> <li>Progress;</li> <li>Attendance;</li> <li>Conduct;</li> <li>Cancellation and refund policy; and</li> <li>Make-up policy.</li> </ul>	
	<p>Copy of Trainee Enrollment Contract and Trainee Enrollment Procedures. Requirements include (but are not limited to):</p> <ul style="list-style-type: none"> <li>Hold a valid driver's license, other than a learner's permit, for the preceding three years in the areas for which the individual is to teach. (<i>cannot have been suspended, revoked, or forfeited in the past three years for traffic related violations</i>);</li> <li>Must obtain and evaluate a current official driving record from the student prior to enrollment. The individual must not have accumulated 6 or more points on a driving record during the preceding 36 month period;</li> <li>Provide notification to students of the potential ineligibility of individuals who have been convicted of an offense, current licensing guidelines for the license the individual is applying for and their right to request a criminal history evaluation letter under 53.102; and</li> <li>Be a high school graduate or equivalent. Proof of high school graduation or equivalent shall be maintained in trainee's file.</li> </ul>	
	<p><b>Note:</b> Documentation of required items shall be maintained in trainee's file.</p>	

# NINE (9) SEMESTER HOUR DRIVER EDUCATION INSTRUCTOR DEVELOPMENT COURSE CHECKLIST (continued)

## Other Statements of Course Policy that address:

Assessment/evaluation procedures for determining trainee mastery and proficiency;

Instruction certification (i.e., proper record-keeping procedures);

Course revisions and current resource materials;

Supervising teacher oversight requirements and responsibilities toward demonstrating accountability and accessibility throughout the training process to the trainers and trainees (*consider: pre-training guidelines for trainers, documentation of required criteria, evaluation/assessment procedures for trainers and trainees, spot checks during the training process, effective communication links between trainers, trainees, and supervising teachers, post-training reviews, training documentation and verification, liabilities for damages during training process, etc*);

The supervising teacher may allow a driver education teacher, teaching assistant-full, or teaching assistant to provide training under the direction of the supervising teacher in areas appropriate for their level of certification and/or licensure;

How trainee instruction will be delivered by a licensed instructor certified for the type of instruction provided;

Procedures for trainee file record maintenance and class roster maintenance; and

Class schedule and class roster form. (*provide samples*)

## **IDC Curriculum Guide** for instructional units DE I, DE II, and DE III. (*See sample curriculum guide – Form DE-290.*)

The curriculum guide shall include, but is not limited to, detailed explanations of the following curriculum criteria:

The proficiencies/course goals for each instructional unit;

The time to be dedicated to the overall unit and each topic within the unit;

The major concepts to be presented during each instructional unit;

The instructional activities used to present the material. (i.e., lecture, films, other media, small-group discussions, workbook activities, written and oral discussion questions) When small-group discussions are planned, the course guide shall identify the questions that will be assigned to the groups;

The instructional resources for each unit/lesson; and

The procedures related to unsupervised self-study times when self-study assignments occur in the unit topics, and the time allowed for self-study assignments.

The assessment/evaluation forms and grading policies that will be used for determining the trainee's mastery;

(*Submit copies of all evaluation forms and answer keys used in the assessment process.*)

Copies of trainee instruction records for DE I, DE II, and DE III. (*See Reminder section for additional information.*)

Copies of all training materials provided to trainee.

## **IMPORTANT IDC REMINDERS**

**Assessment/Examinations:** The IDC curriculum criteria shall **describe** mastery. Mastery is a prerequisite to awarding a grade of 70% or above. The **IDC** instructor training guide shall indicate what assessment/evaluation tools will be used **by the instructor trainer** to determine mastery and trainee proficiency. Evidence of mastery and proficiency may be shown by grade book entries for:

**Trainee's Knowledge Content:** Quizzes, Skills Performance Checklist, Midterms, Group Projects, Notebooks, Trainee's Final Assessment

**Trainee's Teaching Ability:** In-car Student Teaching, Classroom Student Teaching

**Trainee's Attitude / Behavior:** Supervising Instructor (trainer) written assessment

**Record keeping procedures and certification of instructor trainees:** All supervising teachers conducting an approved driver education instructor development course shall maintain instructor training records required for instructor certification in accordance with the following guidelines.

A supervising teacher must certify trainee instruction and be accountable and accessible for the training being certified. The supervising teacher must sign all trainee instruction records. (DE I, DE II, and DE III)

All instructor trainees shall successfully complete a minimum of 135 clock hours of an approved program in order to be certified as a teaching assistant full (Texas teaching certificate is required in addition for driver education teacher) and a minimum of 90 clock hours to receive certification as a driver education teaching assistant. Self-study assignments cannot exceed 25% of each instructional unit within the IDC.

Trainee files including trainee enrollment information and instruction records shall be maintained by the training school and shall be available for inspection by authorized TDLR representatives at any time during the training period and/or for investigation purposes. **The trainee instruction record shall include:**

- Training school's name;
- Trainee's name;
- Trainee's address;
- Trainee's driver license number and other pertinent data;
- Dates of instruction;
- Subject taught for each hour entered in trainee's instruction record for each day;
- Grades earned by trainee to determine mastery/proficiency;
- Printed name of instructor(s) conducting the training and license number(s);
- Signature of instructor conducting the training;
- Printed name(s) and TDLR instructor license number(s) of supervising instructor(s); and
- Certifying signature of supervising instructor(s), when applicable.

The IDC instructor training guide must include instructions that **indicate how records must be maintained**.

Upon satisfactory completion of the training course, the supervising teacher conducting the training will certify one original copy of the instruction record for attachment to the trainee's application for licensing, and one copy will be maintained in a permanent trainee file at the training school.

The IDC instructor training guide should include instructions for the supervising teacher that indicate that all trainee instruction records submitted for a TDLR instructor license shall be **signed by the supervising teacher and shall be original documents**.

## **IMPORTANT IDC REMINDERS (continued)**

The IDC instructor training guide should include instructions on **how and when to send school training schedules** to TDLR. The training guide should also indicate that the following information must be reflected on the schedules:

- Address of the scheduled training;
- Overall scheduled time for the planned training;
- Dates of class; and
- Name(s) and license number(s) of scheduled supervising teacher(s).

The IDC instructor training guide shall identify procedures to ensure that supervising teachers and instructor trainees are provided with the most recent course materials and relevant data and information pertaining to driver education.

The IDC instructor training guide shall include a description of procedures used to ensure that instructor trainee records, together with the completed application and fee, are submitted within 10 days of receipt by the supervising teacher/school.

The IDC instructor training guide shall include the procedure used to calculate refunds for students who are terminated or otherwise do not receive instruction outlined in the student contract.

The IDC instructor training guide shall include procedures used to deliver and document refunds to instructor development students.

The IDC instructor training guide shall include blank copies of student contract and class rosters.

The IDC program must include sufficient instructional units/lessons to address all required topics for DE I, DE II, and DE III.

The IDC program must include Trainee Manuals for DE I, DE II, and DE III.

A driver education instructor development course must be a minimum of **135 clock hours**. **Each instructional unit shall be a minimum of 45 clock hours.**

Self-study (i.e., homework assignments) cannot exceed 25% of the total clock hours of each instructional unit.

The curriculum guide must outline in detail all procedures related to unsupervised self-study assignments.

A driver education teaching assistant course must be a minimum of **90 clock hours**. **Each instructional unit shall be a minimum of 45 clock hours.**

Unsupervised self-study assignments cannot exceed 25% of the total clock hours of each instructional unit.

The curriculum guide must outline in detail all procedures related to unsupervised self-study assignments.

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